

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Business Administrator 2		Class Code: 002TC2
	FLSA Status: Exempt	Salary Schedule: PAT 2	Effective Date:
	Summary Incumbent is responsible for a variety of important and complex accounting/fiscal/purchasing functions.		

Duties:

- Supervises functions relating to purchasing, processing invoices and payments, answering inquiries from co-workers, and outside entities;
- May supervise lower level business office personnel;
- Reviews and approves all purchasing requests prior to processing;
- Serves as “back-up” to purchasing administrator in his/her absence;
- Processes billings for equipment/facility usage, and miscellaneous department billings, receives payments, posts, processes/balances and does regular follow-up collection efforts when necessary;
- Receives authorized instructor forms, audits hours, determines travel time, totals and balances credit hours monthly, posts to department records, prepares letters/statements, balances;
- Acknowledges requests to use hours, prepares letters/statements, balances;
- Maintains all above records;
- Responsible for daily deposits and weekly Report of Collections;
- Approves the PeopleSoft eProcurement Budget Check for all purchases;
- Maintains document register for all funds/centers, with the exception of Preventive Maintenance account, and revenue account manually and in computer, posting all documents affecting agency account balances weekly and compiles monthly reports as well as historical/current year expenses;
- Assists in preparation of biennium budget;
- Supervises maintenance of all business office records;
- Serves as liaison between PeopleSoft/Encompass and Business Office Staff when individuals unable to resolve issues;
- Other duties as required.

Job Requirements:

- Extensive knowledge of State purchasing/contract, accounting/fiscal policies and procedures, asset management policies and procedures and PeopleSoft/Encompass eProcurement software relating to same;
- Specialized knowledge of State of Indiana bookkeeping, accounting and auditing;
- Working knowledge of spreadsheet software such as Excel;
- Extensive knowledge of agency’s internal purchasing procedures;
- General knowledge of agency’s overall functions and mission;
- Effectively communicate, both orally and in writing;
- Excellent organizational/time management skills;
- Ability to work independently and under pressure while maintaining tact, courtesy, diplomacy and confidentiality;
- Requires independent decision-making in selecting and applying established procedures and techniques to adequately perform duties;
- Must have ability to handle multiple tasks;
- Good interpersonal skills;
- Practical knowledge of office equipment, computers, etc.

Difficulty of Work:

Employee must be familiar with agency and program objectives as well as the role and function of each team member to effectively coordinate the activities required to successfully manage and provide project support. The job involves constant change and prioritization with an emphasis on efficiency and productivity. Work requires attention to detail in composing, typing and proofing materials, creating reports, following up on projects, establishing priorities and meeting deadlines.

Responsibility:

Incumbent must be able to work proactively and independently and as part of a team; manage multiple tasks effectively; apply guidelines, regulations, instructions and procedures; exercise sound judgment; display a high degree of initiative and resourcefulness. Employee provides assistance to Purchasing Administrator and staff on coordination and implementation of budget, project management, travel, policies, procurement, and agency related programs, policies and procedures. The incumbent is responsible for multiple files involving real estate appraising, buying, and other project details. Work may have a significant impact to customers and/or project delivery. Duplicate orders or payments can result in costly errors.

Personal Work Relationships:

Main contacts will be with internal team members and other agency personnel purpose of planning, gathering information, and problem solving required carrying out a program or project and fulfilling the mission and goals of the department.